



## Mobile Phone and Tablet Policy

	Date	Date	Date
Revision History	01/09/2019	01/ 2022	06/2022

### EYFS Requirements:

*From 3.4. "The safeguarding policy and procedures must...cover the use of mobile phones and cameras in the setting."*

### Policy Statement:

The setting's phones and tablets are a powerful and necessary tool to aid practitioners in recording children's learning journey. However, staff members' own mobile phones should not be used during the working day and are securely stored in an area that is not accessed by children.

### Procedures:

At OBVNS, setting tablets are used to carry out observations, assessments and pastoral records of children using the Family App. These can be used to take photographs of children and upload these onto the Family app. They can also be used to message parents through the Family app and look up contact details. They are protected with a pin number known only to staff and Family is pin protected meaning there are two layers of security to personal details. They are stored securely in a locked box at the end of the day.

The setting has two mobile phones. The first is a direct line into the setting for parents to use if they need to get a message to staff. OBVNS also has a business phone whose number appears on marketing etc. This is always in the possession of one of the directors or deputy manager and is again code protected. The Manager's and director's laptops will be, at times in the setting. These are password protected and are not used to take photos of children. There are two further tablets used by the directors for social media marketing and other administration. These are pin protected and used off site.

Staff's personal mobile phones are stored in a box in an area inaccessible to children and staff should not have their personal phones on their person at any time during the day. The only time a staff member will use their own phone with children present would be in exceptional instances such as making an outward call to the emergency services or a child's parent when no other form of communication is available. During an agreed and appropriate break time, staff may check their phones but this must be in the specified area away from children. In pre discussed instances where staff need to take, or are awaiting, an important phone call, they can set their phone to ring on loud in the box. The subsequent phone call is not taken in the presence of any children.

If a member of staff has a concern that a colleague is misusing their personal phone or any devices from the setting, they will contact the named DSLs in the setting (Andy Grayson, Vicky Calver, Emma Parker and Victoria Grayson). A staff member caught misusing their mobile phone will be subject to internal disciplinary procedure and the LADO will be consulted in instances where children from the setting may be affected.